



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Business Regulation  
INSURANCE DIVISION  
233 Richmond Street, Suite 233  
Providence, RI 02903 – 4233  
Telephone No. (401) 222-2223  
www.dbr.state.ri.us

FAX No. (401) 222-5475  
TDD No. (401) 222-2999

**THIRD PARTY ADMINISTRATOR**  
**Request for**  
**Letter Certification of Good Standing**

**(Please Print or Type)**

<b>NAME OR BUSINESS:</b>	
<b>ADDRESS:</b>	
<b>CITY:</b>	
<b>STATE:</b>	
<b>ZIP CODE:</b>	
<b>FEDERAL EMPLOYER IDENTIFICATION:</b>	
NUMBER OF LETTERS REQUESTED: _____ X \$25.00 each = \$ _____ (Each letter requested is \$25.00)	
<u>Check payable to:</u> <b>General Treasurer State of Rhode Island</b>	
<i>*You must include a self addressed stamped envelope or your request will be returned.</i>	
<u><b>Or</b></u>	
<i>*You may pick up this letter(s) of certification at this Division. To do so, please provide us with a telephone number where you can be reached (during business hours 8:30-4:00) and we will contact you when ready.</i>	
<b>TELEPHONE NO:</b>	